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ABSTRACT

This plan presents required state and federal information for the administration and procedures for the 1978 Summer Food Service Program in Kansas. In 1977, the program increased its availability to low income children through a 41 percent increase of the sponsors and a 54 percent increase of sites where the children were served breakfast, lunch, supper, and supplements. In its three years of operation the program has met nutritional needs of school age children during the summer months by serving them a total of 306,821 meals and 69,967 supplements. (Author/MLF)

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# STATE PLAN FOR SUMMER FOOD SERVICE PROGRAM — 1978

# School Food Service

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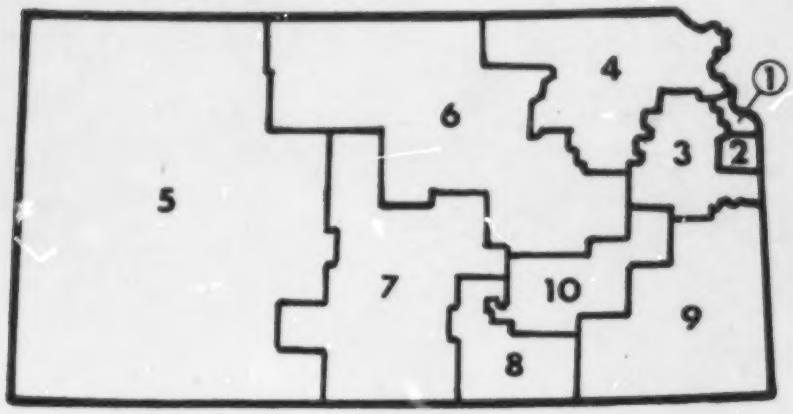


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# F O R E W O R D

The Summer Food Service Plan is being submitted for approval as a separate plan so that funds for the Summer Food Service Program can be allocated to Kansas prior to the implementation of the program. It is hoped that with earlier approval of a separate plan, the Summer Food Service Program can provide advanced funds to initiate local programs.

In 1977, the Summer Food Service Program enhanced it availability to low income children through a 41 percent increase of the sponsors and a 54 percent increase of sites where the children were served breakfast, lunch, supper, and supplements. In its three years of operation the program has met a dietary need of school age children during the summer months by serving them a total of 306,821 meals and 69,967 supplements.

The following plan presents required state and federal information and objectifies the administration and procedures for the 1978 Summer Food Service Program.

Merle R. Bolton
Commissioner of Education

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## BACKGROUND

The food service programs administered by the School Food Service Section of the State Department of Education exert major nutritional and educational influences on the children of the state. The extensive programs of applied nutrition help the development of good eating habits which set a pattern for the maintenance of good health throughout life. The programs provide learning experiences about food and food values which reinforce classroom learning through actual practice. A number of school officials report that, for many children, participation in school food service programs brings about better attendance, increased attention span, improved scholastic performance, and improved attitudes toward school.

The United States Department of Agriculture administers the programs at the federal level through the Child Nutrition Division, Food and Nutrition Service. Administrative authority and responsibilities flow from these divisions through the Denver regional office to the State Department of Education. Within the Department the School Food Service Section administers the programs according to agreements with Child Nutrition Division and under state legislative authority. The section is then responsible for making agreements with participating schools, school districts, or program sponsors.

The federal-state-local agreement for all programs is based on five major criteria. (1) to operate a nonprofit food service, (2) to serve meals that meet specified nutritional standards, (3) to serve food free or at reduced price to those who cannot afford the full price, (4) not to identify before the participants the child who is receiving a free or reduced price meal, and (5) not to discriminate because of race, color, or national origin.

Food service provided under the School Lunch Program is offered only nine months of the year. Many children resort back to dietary deficiencies during the summer recess. In an attempt to remedy this, the National School Lunch Act was amended in 1968 to include special summer programs under Special Food Service Programs. The Summer Food Service Program was established by P.L. 94-105.

The summer food service programs are held in the facilities of parks, recreation centers, public housing areas, day camps, or residential camps. Eligibility is limited to those sponsors which conduct a regularly scheduled summer food program for children from areas where at least one-third of the children are eligible for free or reduced price school meals under the National School Lunch Act or the Child Nutrition Act. A day camp or a residential camp that draws from many areas may use enrollment criteria to determine eligibility if it (1) provides a regularly scheduled activity for enrollees, (2) maintains a daily attendance record for those children, and (3) agrees to serve meals only to enrolled children.

Unlike other school food service programs, disbursement to the sponsors of summer food service programs can be up to the full cost of food service operation including cost for administration as well as cost of obtaining, preparing, and serving foods. Disbursement on this financial level is made only for meals served during the months of May through September. The financial assistance is not to exceed 87.75 cents for each lunch and supper, plus 6.75 cents for administrative costs for each meal; 47.75 cents for each breakfast, plus 3.5 cents for administrative costs for each breakfast; 22.5 cents for each supplement served between meals, plus 1.75 cents for administrative costs for each supplement. An additional 1.5 cents is paid for cash in lieu of commodities for each meal served.

The operation of the summer food service program involves one other agency — Department of Administration. Pending legislation may include the involvement of the Department of Health and Environment for health and food inspection. Within the State Department of Education, the LEA Finance Section prepares claims and vouchers for processing and maintains financial records. The Division of Accounts and Reports in the Department of Administration completes final processing of program reimbursement vouchers and prints warrants for local reimbursement payments.

Financial management of food services in the local nonprofit operations, both public and private, depends on the financial policies of the agencies involved. These policies are somewhat related to the history of the individual program. Such policies affect many aspects of the program; the most obvious is an attempt to balance rising expenses by increasing income.

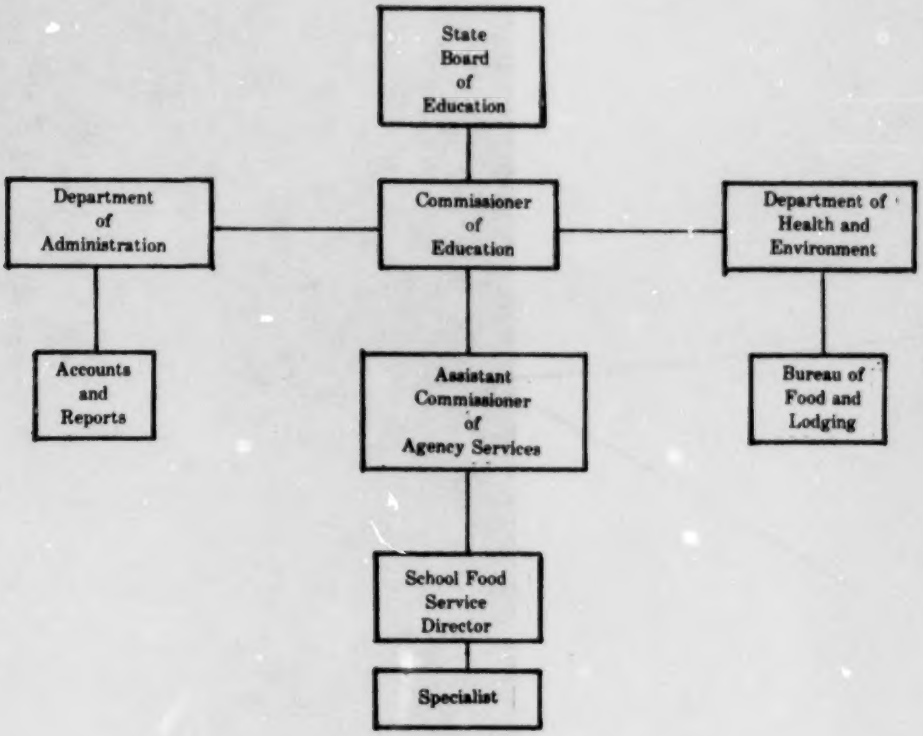
The Federal Management Circular 74-7 now requires that all sponsors be audited at least once every two years. Audits of sponsors are conducted by order of priority established by the School Food Service Section staff. Fifty percent of the sponsors are audited within the first year. The remaining 50 percent are audited by established order during the second year. In turn, the Kansas State Department of Education is audited by the Legislative Post Audit Section, which is directly responsible to the State Legislature.

The School Food Service Section's basic responsibilities for implementing the Summer Food Service Program are the approval, monitoring, and evaluation of programs. Before program approval occurs, a thorough review of data provided by the sponsor on the economic conditions of the children or the area served and the availability of food service facilities and personnel is made. After approved programs have been identified, then summer programs are monitored to assure that the children whom the summer program is to serve are the actual recipients. Written records of regulatory fulfillment are kept. The conclusion from past observations is that the children are provided nutritional, social, and economic benefits where the program is offered.

Specialists in the School Food Service Section evaluate through on-site visits to all sponsors of the summer food service programs, including not less than 10 percent of the food service sites — at least once during the operation of the program each calendar year. As visits are made by the specialists, the overall objective is kept in mind: providing nutritious meals to children and including those children from areas where low income conditions exist during the summer months. Evaluation of the program also includes the study of menus and observations by School Food Service specialists of the summer food service programs in operation. A standard format is used to record the evaluations of each visit.

The ultimate responsibility for the successful operation of the program rests with the individual sponsor, which must provide supervisory and operational personnel as well as adequate facilities. Two outstanding problems confront sponsors in implementing the summer food service program: (1) Shortage of qualified personnel results in repetitive requests from the sponsors to the State Department of Education to provide training for those people who are desirous but unqualified for management aspects of food service work. Although the state does assist with training food service personnel, the problem of trained people in the supervisory and operational aspect of food service has become critical as the summer food service programs increase in number. (2) A need for improving the recordkeeping procedures in some programs has been indicated. To provide data so that an accurate meal cost supportive of reimbursement can be computed, sponsors must keep complete and accurate records. In addition, the usual bookkeeping for reimbursements has expanded to include maintenance of separate accounts of federal funds advanced to the sponsors for their summer programs, thus compounding the complexity of recordkeeping.

## ORGANIZATION FOR ADMINISTERING SCHOOL FOOD SERVICE



# CHAPTER ONE

# EVALUATION OF SUMMER FOOD SERVICE PROGRAM FOR 1977

## OBJECTIVES FOR SUMMER FOOD SERVICE PROGRAM

**Statement of Objective #1** The School Food Service will increase the number of sponsoring organizations participating in the Summer Food Service Program by 100 percent.

**Evaluation Procedure to Determine if Objective Has Been Met**

*The Summer Food Service Program will be increased by 100 percent as evidenced by the forms and reports on file in the School Food Service Section of the Kansas State Department of Education.* (Page 9 of FY 1977 Plan)

This objective was not completed. The Summer Food Service Program increased by only 41 percent the number of approved sponsoring organizations. The reasons listed in Objective #3 partially indicate why this objective was not met. The new sponsors were Kickapoo Tribe of Kansas, Horton; Dodge City Community College, Dodge City; Trinity Baptist Church, Shawnee; Housing Authority of Colby, Colby; and Church of God State Camp, Goddard.

| | 1975 | 1976 | 1977 |
|---|---|---|---|
| Sponsors Approved | 4 | 12 | 17 |
| Sites | 22 | 36 | 79 |
| Average Daily Participation | 1,166 | (not recorded) | 2,834 |
| Reimbursement Paid | $32,022 | $79,844 | $144,328 |
| Program Days | 155 | 412 | 1,465 |
| Sponsors Having Vended Service and/or Transported Meals | 3 | 5 | 5 |
| Sponsors Having On-site Preparation | 1 | 7 | 11 |
| Total Lunches | 48,819 | 87,739 | 121,590 |
| Total Meals | 50,017 | 118,539 | 207,279 |

| | 1975 | | | 1976 | | | 1977 | | |
|---|---|---|---|---|---|---|---|---|---|
| | Sites | ADP* | Days in Operation | Sites | ADP* | Days in Operation | Sites | ADP* | Days in Operation |
| Largest Program | 10 | 660 | 39 | 9 | 1,000 | 44 | 22 | 521 | 56 |
| Smallest Program | 3 | 120 | 20 | 1 | 80 | 4 | 3 | 8 | 15 |

*ADP — Average Daily Participation

**Statement of Objective #2** The School Food Service will oversee the training sessions held by multi-site sponsors for their own site personnel responsible for food service and accountability at each serving site.

**Evaluation Procedure to Determine if Objective Has Been Met**

*Documentation of training session schedules and assistance provided will be on file in School Food Service Section.* (Page 10 of 1977 Plan)

The Summer Food Specialist was scheduled to attend and assist in the presentation of sixteen sponsors' training sessions. Three of the sixteen sessions were not attended because one sponsor who had already started the program by the time the other three sponsors had planned their training sessions was experiencing difficulty in implementing the services and requested immediate assistance. The schedule of the training sessions was as follows:

| Sponsor | Site | Date | Number in Attendance |
|---|---|---|---|
| Tall Oaks Conference Center | Leavenworth | April 12, 1977 | 10 |
| Dodge City Community College | Dodge City | April 22, 1977 | 2 |
| Cross-Lines Cooperative Council | Kansas City, Kansas | April 25, 1977 | 2 |
| Turner House, Inc. | Kansas City, Kansas | April 25, 1977 | 2 |
| Kansas State University | Manhattan | April 29, 1977 | 7 |
| Wichita Public Schools | Wichita | May 4, 1977<br>May 5,1977 | 1<br>23 |
| Wheatbelt Area Girl Scout Council | Hutchinson | May 12, 1977 | 2 |
| Topeka Parks and Recreation Department | Topeka | May 18, 1977 | 16 |
| Crawford County Extension Service | Girard | May 25, 1977 | 11 |
| Kickapoo Tribe of Kansas | Horton | June 1, 1977 | 5 |
| Trinity Baptist Church | Shawnee, Kansas | June 2, 1977 | 4 |
| Turner House, Inc. | Kansas City, Kansas | June 6, 1977 | 23 |
| Neighborhood House of Leavenworth | Leavenworth | June 7, 1977 | 2 |
| Girls Club of Topeka | Topeka | June 7, 1977 | 7 |
| Shawnee County Extension Office | Topeka | June 8, 1977 | 13 |
| | | TOTAL | 130 |

The Kaw Valley Girl Scout Council of Topeka and the Housing Authority City of Colby were not visited.

According to on-site reviews, all sponsors administered the programs satisfactorily. These training and orientation sessions are not solely responsible for this success, because most of the sponsors had participated in the Summer Food Service Program in prior years and were aware of the accountability expected.

**Statement of Objective #3** The School Food Service will conduct eight orientation sessions for sponsors of the Summer Food Service Program with emphasis on their responsibility in keeping and submitting complete and accurate records and meeting minimum nutritional standards.

**Evaluation Procedure to Determine if Objective Has Been Met**

*Eight orientation sessions for sponsors and site supervisors of the Summer Food Service Program will be conducted.* (Page 10 of 1977 Plan)

Training sessions were held in Topeka, Wichita, and Linwood during the week of April 12 for persons interested in participating in the Summer Food Service Program. After this orientation of program responsibilities, fourteen organizations responded by becoming sponsors. Five organizations decided that they

would not participate in the program this summer for reasons peculiar to their own organizations, such as the following:

1. Too much paper work.
2. Too difficult to get family-size income information from enrollees in order to qualify for eligibility.
3. The uncertainty of funding if a camp session did not prove to be eligible.
4. Already established budgets.
5. No additional staff for additional paper work.
6. Preferred to continue with only Special Milk Program.

Orientation discussions were scheduled later for five additional potential sponsors. From these meetings, three sponsors signed agreements to participate. These five meetings were held on a one-to-one basis with each sponsor.

The *Sponsor Handbook*, Site Supervisor's Guide, and the Financial Management Operational memo, developed by USDA, were the training materials used at the various sessions.

Copies of announcements and schedules of the sessions are on file in the School Food Service Section.

**Statement of Objective #4** The School Food Service will monitor activities through on-site visits to all sponsoring organizations of the Summer Food Service Program.

**Evaluation Procedure to Determine if Objective Has Been Met**

*Records in the School Food Service Section will indicate that all sponsoring organizations of the Summer Food Service Program were visited.* (Page 11 of 1977 Plan)

Supervisory reviews — which are done in the administrative office of the sponsor — were made for fifteen of the sixteen sponsoring organizations participating in the Summer Food Service Program. One of the initial seventeen sponsors could not meet the eligibility criteria, thus reducing the number of sponsors to sixteen. There was one program of the sixteen sponsors which was not reviewed because it was considered too small to justify the expenditure of summer administrative money to do a supervisory review. There was an on-site review — which is done on the location of where the food is prepared, served, and consumed — completed for this sponsor.

During on-site reviews to thirty-four of the seventy-nine participating sites, the following observations were made about the sixteen sponsors which provided food service to a daily average of 2,834 children:

1. The average age of the children participating was younger than in previous years. At the public housing sites many toddlers and babes-in-arms were brought in by teen age mothers.
2. Five of the sixteen sponsors utilized transported foods. Eleven sponsors had on-site preparation and service. One sponsor purchased meals from a local delicatessen.
3. Food waste was greatest where cold lunches were served each day.
4. One vendor supplied microwave ovens to heat the hamburgers, sandwiches, etc.
5. There was no evidence of Civil Rights non-compliance.
6. When program weaknesses were brought to the attention of the sponsors, improvement was noted when later on-site visits were made.
7. Almost all sponsors utilized employees paid from another fund, such as CETA or the Mayor's Youth Program, to assist with meal service and accountability.
8. All sponsors provided an activity, other than food service, for the children.

A review of claims submitted for June, July, and August indicated that for almost all sponsors the program costs exceeded the reimbursement. For example, in June, twelve of the sixteen sponsors reported costs which exceeded the reimbursement; in July, ten sponsors acknowledged the state payments were less than their cost; and in August, eight sponsors reported costs exceeding reimbursements. The most frequent error made on the claims was omission of data to claim the Cash for Commodities. Mathematical errors were present on 20 percent of the claims.

Food preparation facilities of the two commercial vendors and the two districts which provided meals were visited. The commercial facilities were equipped only for the assembly of transported meals.

Three of the sixteen sponsors had residential camps with a total of twelve eligible sessions. Three meals a day were served to an average attendance of 101 campers. All of this information is on file in the School Food Service Section.

**Statement of Objective #5** The School Food Service will assist in the improvement of the recordkeeping phase of financial management in 50 percent of Summer Food Service Programs.

**Evaluation Procedure to Determine if Objective Has Been Met**

***Records will indicate that 50 percent of the sponsors will be assisted in the improvement of the recordkeeping phase of financial management of the Summer Food Service Program. Evidence of the activities to fulfill this objective will be on file in the School Food Service Section of Kansas State Department of Education.***

Six sponsors received assistance with the financial management of their program. A major portion of the assistance concerned identification of cost, such as food costs, labor costs, and administration costs. The sponsors were the Kickapoo Tribal Council, Dodge City Community College School Age Center, Trinity Baptist Church, Wheatbelt Girl Scout Council, Wichita USD #259, and Turner House. Some of the unusual situations were joining costs with a child care center or the eligibility of certain sessions of camp for reimbursement.

# CHAPTER TWO

# FACTS AND FIGURES OF SCHOOL FOOD SERVICE

## STATE STAFF ORGANIZATION

The Kansas State Department of Education is organized to administer the school food service programs. In 1946, P. L. 79-396 gave permanent status to the National School Lunch Program and authorized the necessary appropriations for it. Significant amendments to the National School Lunch Act have been enacted, and additional programs were authorized by the Child Nutrition Act of 1966 (P. L. 89-642).

1. The Commissioner is the administrative head of the State Department of Education.
2. The Assistant Commissioner of Agency Services is administratively directly responsible to the Commissioner. He has major administrative responsibilities to all school food service programs.
3. The Director (04-05-00-001) for School Food Service Section has direct administrative responsibility for seven programs — National School Lunch Program, School Breakfast Program, Child Care Food Program, Summer Food Service Program, Cash for Commodities, Nonfood Assistance Funds, and Special Milk Program. The director advises the Assistant Commissioner of Agency Services in matters relating to financial management, food programs, and audit review findings; and plans and coordinates supervisory assistance and program evaluations completed by the school lunch specialists. Visiting food service programs and cooperating with other nutrition and food service organizations are also responsibilities of the director. The following percents indicate approximate time:

   75% Administrative duties (development of program policies and procedures, financial management, personnel management, supervising audit follow-ups, coordinating supervisory assistance, and program evaluations).
   15% On-site visitations and evaluations, cooperating with other organizations.
   10% Planning and conducting workshops and seminars.

   School Lunch Specialist (04-05-00-010) is in charge of the Child Care Food Program, and Summer Food Service Program. The specialist provides supervisory assistance to most of the institutions of Kansas that have these programs. The remainder of time involves planning, organizing, and conducting workshops and seminars for food service personnel and sponsoring organizations; participating in in-service meetings and other office responsibilities. The following percents indiciate approximate time:

   65% Supervisory assistance (on-site program evaluations, technical assistance, public relations, compliance review, promotion of child feeding programs, professionalism).
   20% Planning, organizing, and conducting workshops, seminars, and training classes for food service personnel and sponsoring organizations.
   15% In-service meetings, office responsibilities, and review of regulations.

| CONSTRAINTS (Legal restrictions) | FEDERAL STATUTE | FEDERAL REGULATIONS | STATE STATUTE | STATE REGULATIONS | PROFESSIONAL JUDGEMENT |
|---|---|---|---|---|---|
| 1. Child nutrition programs have to operate as nonprofit. | x | x | | x | |
| 2. Program income is to be used for only program purposes. | | x | | x | |
| 3. Only meals which meet minimum requirements may be claimed for reimbursement. | x | x | | x | |
| 4. Reimbursement claims have to be submitted in accordance with the process established by the state. | | x | | x | |
| 5. Local and state records have to be retained for five years. | | 3 yrs. | x | | |
| 6. USDA sets stringent requirements for reports. | | x | | | |
| 7. The state has a fiscal year-to-year agreement with USDA. | | x | | | |
| 8. State activities are subjected to changes in reimbursement rates and income eligibility guidelines. | x | x | | | |
| 9. State and local agreements and policies have to be on file. | | x | | x | |
| 10. Cash payments received in lieu of commodities have to be used to purchase food for the food service programs. | x | x | | | |
| 11. The state agency shall not approve the application of any service institution which participated in the program during the previous fiscal year and which was found to be seriously deficient in its program operation. | | x | | | |
| 12. The state agency shall ensure that the area which the site proposes to serve is served in whole or in part by another proposed site. | | x | | | |
| 13. The state agency shall not approve any site with a proposed average daily attendance of more than 300 children. | | x | | | |
| 14. The state agency shall not approve the service of more than one meal per day unless each type of meal is delivered separately within one hour of the beginning of meal service or facilities are capable of holding hot or cold foods within required temperatures at each food service site. | | x | | | |
| 15. The state agency shall visit all applicants which have not previously participated in the program prior to the approval of the application and all applicants which will receive more than $50,000 prior to the approval of the application. | | x | | | |
| 16. The state agency shall visit during the first four weeks of operation all sponsors and 10 percent of the sites of such sponsors which operate ten or more sites. | | x | | | |
| 17. Each state agency shall develop a standard contract for use by sponsors and food service management companies. | | x | | | |

| CONSTRAINTS (Legal restrictions) (cont.) | FEDERAL STATUTE | FEDERAL REGULATIONS | STATE STATUTE | STATE REGULATIONS | PROFESSIONAL JUDGEMENT |
|---|---|---|---|---|---|
| 18. Each state agency shall establish a procedure whereby sponsors may apply for advance program payments. | | x | | | |
| 19. Service institutions shall make written application thirty days prior to anticipated opening date of their food service. | | x | | | |
| 20. Service institutions shall serve all meals free and shall make no discrimination against any child because of race, color, or national origin, and a statement to this effect shall be made available to the local news media. | | x | | | |
| 21. Sponsors must demonstrate financial and administrative capability for program operation. | | x | | | |
| 22. Sponsors must accept final financial and administrative responsibility for total program operations at all sites which it proposes to conduct a food service. | | x | | | |
| 23. Sponsors must have adequate personnel to visit all food service sites at least once in the first week of operation and to review food service operations at every site at least once during the first four weeks of operation. | | x | | | |
| 24. Sponsors must provide an ongoing year-round service to the community which it proposes to serve under the program. | | x | | | |
| 25. Sponsors must agree to provide for an audit to be performed on its food service under any program agreement for which it will receive over $50,000 in program payments. | | x | | | |
| 26. Not later than February 15 of each year, the state shall submit to USDA, Food and Nutrition Service for approval, a Program Management and Administration Plan for the current fiscal year. | | x | | | |
| 27. Approval of the Management and Administration Plan shall be a prerequisite to the payment of program funds. | | x | | | |

## ILLUSTRATIVE STATISTICS

**Summer Food Service Program for Children**--Summer Programs

| | FY 1975 | FY 1976 | FY 1977 |
|---|---|---|---|
| Number of Sponsors Approved | 4 | 12 | 17 |
| Number of Sites | 20 | 36 | 79 |
| Average Daily Attendance | 1,467 | 3,082 | 2,847 |
| Average Daily Participation | 1,166 | (not recorded) | 2,834 |
| Total Meals Served | | | |
| Lunch and Supper | 43,819 | 87,739 | 136,342 |
| Breakfast | 0 | 9,020 | 24,901 |
| Supplements | 2,189 | 21,742 | 46,036 |
| Average Days of Operation | | | |
| Meals | 40 | 40 | 25 |

## FISCAL STATISTICS

| | | | |
|---|---|---|---|
| Summer Food Service Program | $ 37,037 | $79,844 | $144,328 |
| Cash for Commodities | --- | --- | $ 2,378 |

## COST STATISTICS
### Summer Year 1977*

| | | |
|---|---|---|
| Average food cost for all meals served | | $.5808 |
| On-site preparation | $.6064 | |
| School vended | .4920 | |
| Commercial vended | .7389 | |
| Average labor cost for all meals served | | $.1385 |
| On-site preparation | $.2542 | |
| School vended | .1209 | |
| Commercial vended | .0363 | |
| Average food and labor cost for all meals served | | $.7194 |
| On-site preparation | $.8607 | |
| School vended | .6129 | |
| Commercial vended | .7753 | |

* All meals include breakfast, lunch, supplements, and supper. Not all sponsors served all meals.

## CHAPTER THREE
## *OBJECTIVES*

## SCHOOL FOOD SERVICE

## OBJECTIVES FOR SUMMER FOOD SERVICE PROGRAM—1978

**Statement of Objective #1** The School Food Service will maintain the current number of sponsoring organizations participating in the Summer Food Service Program.

### Background for Selection of Objective

Section 13 of the National School Lunch Act and Child Nutrition Act of 1966, as amended in 1975, authorizes the appropriation of funds to enable the Secretary of Agriculture to formulate and carry out a program to assist states through grants-in-aids to initiate, maintain, and expand nonprofit food service programs for children.

Significant advances have been made in the food programs designed specifically for children from low income families. The Summer Food Service Program which was initiated and developed to improve the nutrition of children through the service of well-balanced meals during the summer months has contributed greatly to the welfare of children from low income families. The food service must be available to all eligible children regardless of race, color, or national origin.

New legislation contains significant changes in responsibilities of sponsors. Strict requirements will be imposed regarding meal quality, eligibility of children, health and sanitation, contracts for food service through management companies, and administrative costs. These requirements will have a great impact on the administration of the program at the local level. Because the intent of Congress is to limit reimbursement in camps to only those children eligible for free and reduced price meals, it is possible that some sponsors will not want to participate. If only those meals are reimbursed, then the paperwork will not justify the limited reimbursement received.

The targets for program outreach will be city recreation programs, youth clubs, eligible sponsors in rural areas, and Child Care Food Program sponsors which could provide a meaningful program for school age children needing supervision.

### Major Steps to Achieve Objective

*Step*

1. A review of data from school districts participating in the National School Lunch Program will be made to determine areas where one-third or more of the participating students who are eligible to receive free and reduced price meals. (See Chapter Five, Needs Assessment)
2. Promotional materials will be developed for distribution to interested youth club leaders, city recreation leaders, and other potential sponsors.
3. Letters and newsletters will be sent to youth club leaders, city recreation leaders, and other potential sponsors.
4. Mass media efforts will be conducted in the identified areas to stimulate interest in the program.
5. Workshops and/or meetings will be conducted to familiarize those who will be responsible for the program.
6. School food authorities will be encouraged to utilize their facilities for the Summer Food Service Program.

### Evaluation Procedure to Determine if Objective Has Been Met

The Summer Food Service Program will be maintained at the current number of sponsors as evidenced by the forms and reports on file in the School Food Service Section of the Kansas State Department of Education.

**Statement of Objective #2** The School Food Service will conduct four orientation sessions for sponsors of the Summer Food Service Program with emphasis on their responsibility in keeping and submitting complete and accurate records and meeting minimum nutritional standards.

### Background for Selection of Objective

The Summer Food Service Program may be sponsored by city government agencies; local school systems; recreation groups; or civic, church community action, or social service organizations. Supervision of the Summer Food Service Program can present some problems for those who have little management experience.

Sponsors and site supervisors who are considering program sponsorship but who are not familiar with the nutritional requirements and recordkeeping necessary for effective program management are provided instruction in program management. Training sessions in program management will emphasize planning of menus, administration of staff, recordkeeping, and meeting minimum nutritional standards.

Personnel from the School Food Service Section attend federally sponsored seminars to learn the current regulations on recordkeeping and nutritional requirements. They in turn relate this information to participants in the orientation sessions held for Summer Food Service Programs. In addition, materials to accompany the verbal presentation are developed by the section to be used in the training sessions. The classroom experience of the School Food Service personnel is of great benefit in the development and presentation of these orientation sessions.

### Major Steps to Achieve Objective

*Step*

1. Sites for the orientation session will be selected according to the identified region where there is interest in developing Summer Food Service Programs.
2. Sessions will be organized around the capabilities of interested participants in recordkeeping, reporting, meal requirements, and sanitation. Each sponsor will be urged to include the site directors on the list of participants.
3. Materials to demonstrate recordkeeping and reporting will be developed.
4. Program regulations and guidelines will be discussed.
5. Merits of meals prepared on site versus catered meals will be discussed.

### Evaluation Procedure to Determine if Objective Has Been Met

Four orientation sessions for sponsors and site supervisors of the Summer Food Service Program will be conducted. Evidence of these sessions will be copies of announcements, agenda, and materials used in the sessions on file in the School Food Service Section.

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**Statement of Objective #3** The School Food Service will oversee the training sessions held by multi-site sponsors for their own site personnel responsible for food service and accountability at each serving site.

### Background for Selection of Objective

Many of the sponsors of Summer Food Service Programs rely on volunteers, or youth employed by special summer programs, to assist with the serving and accounting for meals. These people often have not had experience with the assigned responsibilities in food service. To train these people in not only the care and serving of food but also in the respectable attitude and approach to the needy children who are served, the program administrator must be able to convey the knowledge and instruction to those who attend the session.

Experience has shown that there is often a communication breakdown between the program administrator and site monitors. The breakdown often occurs because the program administrator assumes the site monitors know what is expected of them. A bridge is needed between the two for understanding their respective roles. The School Food Service personnel who have experience or background in both roles hope to be that "bridge" by overseeing the training sessions.

**Major Steps to Achieve Objective**

*Step*

1 Sponsors will be asked to coordinate their site training sessions' schedules with the schedule of the School Food Service staff.

2 The School Food Service will assist with the training session as requested by the program administrator.

3 Handbooks and program information developed by USDA will be made available for the training session.

**Evaluation Procedure to Determine if Objective Has Been Met**

Documentation of training session schedules and assistance provided will be on file in School Food Service Section.

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**Statement of Objective #4** The School Food Service will monitor activities through on-site visits to all sponsoring organizations of the Summer Food Service Program.

**Background for Selection of Objective**

The State Department of Education provides personnel to review all sponsoring organizations under its jurisdiction, including not less than 10 percent of the food service sites under each such sponsoring organization, at least once during the operation of the Summer Food Service Program each calendar year. Supervisory assistance is offered during the visits. Menu planning, purchasing, accountability, completion of reports, and safe food handling practices are part of supervisory assistance.

**Major Steps to Achieve Objective**

*Step*

1 Summer food service programs will be reviewed to determine program compliance.

2 On-site visits will be made to substantiate documentation of information and site facilities.

3 Corrective action to alleviate problems will be suggested.

4 Acceptability of food by participants will be observed and noted on the review.

5 Consultative service will be provided to help with corrective action.

6 A Civil Rights Compliance Review will be completed during each on-site visit.

**Evaluation Procedure to Determine if Objective Has Been Met**

Records in the School Food Service Section will indicate that all sponsoring organizations of the Summer Food Service Program were visited.

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**Statement of Objective #5** The School Food Service will assist in the improvement of the recordkeeping phase of financial management in 35 percent of the Summer Food Service Program sponsors.

### Background for Selection of Objective

In order for a Summer Food Service Program to operate efficiently with rising costs and tight budgets, sound financial management is imperative. Increased reimbursement rates provide needed assistance and enable the program to provide high quality, nutritious meals free to students.

To provide program cost data so that an accurate meal cost supportive of reimbursement can be computed, sponsors must keep complete and accurate records.

The majority of Summer Food Service Programs have developed accurate and efficient methods of recordkeeping. However, examination of records indicates a need for improving the recordkeeping procedures in some programs.

### Major Steps to Achieve Objective

*Step*

1 Claims, audits, and review reports of sponsors who have previously participated in the Summer Food Service Program will be analyzed to pinpoint problem areas of financial management.

2 According to data obtained in Step 1, current year sponsors will be alerted to areas of possible weaknesses.

3 Procedures will be developed with each sponsor to strengthen the program's financial management.

### Evaluation Procedure to Determine if Objective Has Been Met

Records will indicate that 35 percent of the sponsors will be assisted in the improvement of the recordkeeping phase of financial management of the Summer Food Service Program. Evidence of the activities to fulfill this objective will be on file in the School Food Service Section.

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## CHAPTER FOUR

## FEDERAL INFORMATION FOR SUMMER FOOD SERVICE PROGRAM

This information is presented to meet federal requirements. The format is designed to present the specific requirement as stated in the Regulations, Part 225.8(a) and then to answer the question or to refer the reader to that portion of the plan where the answer can be found.

1. *How the state plans to use program funds and funds from sources within the State to the maximum extent practicable to reach needy children.* (See Chart 1)

   References to the required information are found on pages 9, 16,17,18, and 19 of the *State Plan for Summer Food Service Program, 1978.* Additional information pertinent to this requirement follows.

   The School Food Service staff will work closely with Kansas State Extension Service, advocate groups, such as Praxis, Inc., and the Community Service staff of the Federal Housing Authority to encourage their youth activity programs to participate in the Summer Food Service Program.

   Green Thumb, Inc. which might provide labor for a food program will be contacted for locations of their programs in Kansas.

   The scout councils located in central Kansas will be encouraged to sponsor the Summer Food Service Program in their residential camps.

### Chart 1

### PROJECTION OF FEDERAL FUNDING NEEDS FOR THE SUMMER FOOD SERVICE PROGRAM

| | *Average Daily Attend.* | | *No. Days of Operation* | | *Projected Rate of Reimbursement* | | *Estimated Funding Need* |
|---|---|---|---|---|---|---|---|
| A. Total lunches | 4,063 | x | 43 | x | $1.00 | = | $174,750 |
| B. Total suppers | 357 | x | 35 | x | $1.00 | = | 12,500 |
| C. Total breakfasts | 470 | x | 35 | x | $.5525 | = | 9,125 |
| D. Total supplements | 605 | x | 48 | x | $.2625 | = | 7,660 |
| E. Total summer feeding need | | | | | | | $204,035 |

2. *Estimated number of service institutions eligible to participate, estimated number of sites, and average daily attendance.* (See Chart 2)

   Information concerning the Summer Food Service Program was sent to all sponsors who participated in prior years and additional groups or organizations that expressed interest in the program. Notification of their interest and intent to participate this year was returned to the School Food Service Office by March 1, 1978. Data available at that time were the basis for estimates on scope of the program.

## Chart 2

## STATISTICAL DATA SUMMER FOOD SERVICE PROGRAM FOR CHILDREN FOR THE STATE OF KANSAS

| | | *Summer of 1977 (Actual) May-Sept.* | *Summer of 1978 (Projected) May-Sept.* |
|---|---|---|---|
| A. | Total number of service institutions that participated summer 1977 | 16 | |
| | Number of sites | 79 | |
| | Average daily attendance | 2,847 | |
| B. | Estimated number of service institutions eligible to participate | | 30 |
| | Estimated number of sites | | 100 |
| | Average daily attendance | | 6,500 |
| C. | Estimated number of service institutions expected to participate | | 16 |
| | Estimated number of sites | | 80 |
| | Average daily attendance | | 4,000 |
| | How many participants (children) under item C meet the Secretary's income poverty guidelines to provide *free* meals to children from families whose income is at or below the applicable family-size income levels in the Secretary's income poverty guidelines? | | 2,800 |
| D. | Estimated number of service institutions operating 25 or more sites | 0 | 0 |
| | Average daily attendance | | 0 |
| E. | Estimated number of summer camps (residential). This data should be included in item C above | | 0 |
| | Average daily attendance | | 0 |
| F. | Continuous School Calendar Programs | October 1978-April 1979 (projected) | |
| | Estimated number of service institutions expected to participate | | 0 |
| | Average daily attendance | | 0 |

3. *Estimated number of service institutions expected to participate, and estimated number of sites and average daily attendance.* (See Chart 2)
4. *Estimated number of eligible service institutions operating 25 or more sites and average daily attendance.* (See Chart 2)
5. *Estimated amount of Program Funds by month needed for reimbursement payments.* (See Chart 3)

3. *Estimated number of sponsors which will receive $50,000 in program payments and average daily attendance.*

No sponsors anticipate a program for which they would receive $50,000 or more in program payments.

4. *Estimated amount of program funds, by month needed for net program payments to sponors.* (See Chart 3).

## Chart 3

### PROJECTION OF NET PROGRAM PAYMENTS TO SPONSORS BY MONTHS AND MEAL TYPES

| JUNE | JULY | AUGUST |
|---|---|---|
| Lunches x rate<br>69,900 x $.9275 = $64,830 | Lunches x rate<br>69,900 x $.9275 = $64,830 | Lunches x rate<br>34,950 x $.9275 = $32,415 |
| Suppers x rate<br>5,000 x $.9275 = $ 4,635 | Suppers x rate<br>5,000 x $.9275 = $ 4,635 | Suppers x rate<br>2,500 x $.9275 = $ 2,318 |
| Breakfasts x rate<br>6,600 x $.5150 = $ 3,400 | Breakfasts x rate<br>6,600 x $.5150 = $ 3,400 | Breakfasts x rate<br>3,300 x $.5150 = $ 1,700 |
| Snacks x rate<br>11,712 x $.2425 = $ 2,840 | Snacks x rate<br>11,712 x $.2425 = $ 2,840 | Snacks x rate<br>5,856 x $.2425 = $ 1,420 |
| TOTAL $75,705 | $75,705 | $37,853 |

5. *Estimated amount of program funds, by month, needed for administrative cost payments to sponsors.* (See Chart 4).

## Chart 4

### PROJECTION OF ADMINISTRATIVE COST PAYMENTS TO SPONSORS BY MONTHS AND MEAL TYPES

| JUNE | JULY | AUGUST |
|---|---|---|
| Lunches x rate<br>69,900 x $.0725 = $5,070 | Lunches x rate<br>69,900 x $.0725 = $5,070 | Lunches x rate<br>34,950 x $.0725 = $2,535 |
| Suppers x rate<br>5,000 x $.0725 = $ 365 | Suppers x rate<br>5,000 x $.0725 = $ 365 | Suppers x rate<br>2,500 x $.0725 = $ 182 |
| Breakfasts x rate<br>6,600 x $.0375 = $ 250 | Breakfasts x rate<br>6,600 x $.0375 = $ 250 | Breakfasts x rate<br>3,300 x $.0375 = $ 125 |
| Snacks x rate<br>11,712 x $.02 = $ 224 | Snacks x rate<br>11,712 x $.02 = $ 224 | Snacks x rate<br>5,856 x $.02 = $ 112 |
| TOTAL $5,909 | $5,909 | $2,954 |

## Chart 5

### ESTIMATED PROGRAM FUNDS

| Month | Net | Administration | Total |
|---|---|---|---|
| June | $ 75,705 | $ 5,909 | $ 81,614 |
| July | $ 75,705 | $ 5,909 | $ 81,614 |
| August | $ 37,853 | $ 2,954 | $ 40,807 |
| Total | $189,263 | $14,772 | $204,035 |

## Chart 6

## ADVANCE FUNDS NEEDS

| Month | |
|---|---|
| April | $53,403 |
| May | 53,409 |
| July | 18,927 |

6. *The state's plans and schedule of providing technical assistance and training for sponsors including number of sponsor training sessions planned and number of reviews planned.*

Orientation sessions for sponsors will be scheduled in April and May, 1978, when all training materials and enrollment forms are available. Sessions will be held for those sponsors working with food management companies and for those with single site, on-site preparation programs; another session for camp sponsors will be scheduled and held. Convenience of sponsors will be considered in setting dates and places.

Each sponsor will schedule training sessions for staff and site personnel who will be involved with meal service and accountability. State staff will attend the sponsor's workshop to ensure that adequate information is provided to the staff and site personnel. Emphasis of the workshops will be the responsibilities for accountability.

State staff will complete a supervisory assistance review for each sponsor. This will consist of an examination of the administrative procedures used in the food service activities. Particular attention will be paid to the methods of accountability. A second part of the review will deal with menus, food preparation or delivery, meal service, and meal acceptance. Civil Rights compliance practices and data will be a part of each review. For the multi-site sponsors, additional sites will be reviewed to reach a goal of 10 percent per sponsor.

## SCHEDULE OF TECHNICAL ASSISTANCE AND TRAINING FOR SPONSORS

| | |
|---|---|
| May 8 to 19 | School Food Service Specialist will visit new sponsors requiring visit prior to approval of application. |
| June 1 to 15 | School Food Service Specialist will be available for assisting sponsors with the training sessions for their site personnel. |
| June, July, and August | During the first four weeks of operation, School Food Service Specialist will review sponsors with ten or more sites or sessions. |

School Food Service Specialist will review programs. Eighty percent of sponsors who participated in previous years will be reviewed.

7. *The state agency budget by month on the use of program funds and state administrative funds by function available under the program including, but not limited to staffing (part-time and full-time), salaries, travel, and per diem.* (See Charts 5 and 7)

## Chart 7

## STATE BUDGET FOR USE OF ADMINISTRATIVE FUNDS

| | *(Actual) Sum. '77 May-Sept.* | *(Planned) Sum. '78 May-Sept.* | *Federal Funds* | *Federal Funds* | *Federal Funds* | *State Funds* |
|---|---|---|---|---|---|---|
| A. Salary Expenses | | | | | | |
| (1) Full time | $ 0 | $ 13,087 | $ 3,723 | $ 3,723 | $ 3,723 | $ 1,918 |
| (2) Part time | $ 6,856 | $ 0 | $ 0 | $ 0 | $ 0 | $ 0 |
| B. Travel Expenses | | | | | | |
| (1) Mileage | $ 1,597 | $ 1,995 | $ 520 | $ 520 | $ 520 | $ 435 |
| (2) Per Diem | $ 1,547 | $ 2,495 | $ 687 | $ 687 | $ 687 | $ 434 |
| (3) Other | $ 0 | $ 0 | $ 0 | $ 0 | $ 0 | $ 0 |
| C. General Administrative Expenses | | | | | | |
| (1) Office Furniture | $ 0 | $ 0 | $ 0 | $ 0 | $ 0 | $ 0 |
| (2) Office Equipment | $ 0 | $ 0 | $ 0 | $ 0 | $ 0 | $ 0 |
| (3) Supplies | $ 0 | $ 0 | $ 0 | $ 0 | $ 0 | $ 0 |
| (4) Other(s) specify | $ 0 | $ 0 | $ 0 | $ 0 | $ 0 | $ 0 |
| SUBTOTAL | $ 10,000 | $ 17,577 | $ 4,930 | $ 4,930 | $ 4,930 | $ 2,787 |
| D. State Agency Overhead (not to exceed the State Educational Agency/Health, Education, & Welfare negotiated restricted indirect cost rate times the planned expenditure of Administrative Monies (items A, B, & C) or 5 percentum of the planned expenditure of Administrative Monies (items A, B, & C) whichever is the lesser) | $ 0 | $ 0 | $ 0 | $ 0 | $ 0 | $ 0 |
| TOTAL | $ 10,000 | $ 17,577 | $ 4,930 | $ 4,930 | $ 4,930 | $ 2,787 |

8. *The state's plan to comply with the Department's standards for disbursing administrative payments to sponsors.*

The sponsor's application for participation in the Summer Food Service Program will include a space to request advance administrative payments. Disbursement of administrative payments will be in compliance with USDA regulations, Part 225.12 (d) and (g) and 225.13(e) and (f).

9. *The actions to be taken by the state agency to maximize the use of on-site meal preparation and the use of school food service facilities.*

All sponsoring organizations which do not have on-site preparation for meals will be required to submit proof of effort made to obtain meals prepared by a local public or private school.

Through the *School Food Service Newsletter* which goes to all school administrators, schools will be encouraged to become sponsors of Summer Food Service Programs or to make their food service facilities available for use by a summer program sponsor.

On the computer printout accompanying the February check, each sponsor of a National School Lunch Program will receive a notice about the Summer Food Service Program and the name of persons to contact for further information.

10. *The actions to be taken by the state to ensure that sites at which a program food service is planned serve areas where poor economic conditions exist.*

The State will have first-hand knowledge of area served by each site before site is approved for participation. The particular type of program may require a preliminary site visit if it has not been in the program in prior years. Public housing criteria and census tract information may be used to determine areas of economic need. Preferred documentation will be the percentage of enrolled students receiving free or reduced price meals in the school served by the site.

In the case of camps the enrollment data for each participant will include income and family-size information or documentation of eligibility for free or reduced price school meals.

11. *The actions to be taken by the state to ensure compliance with the requirements of the Department's regulations respecting nondiscrimination (7 CFR Part 15).*

The Application and Agreement for participation in the Summer Food Service Program will contain a signed statement of assurance of Civil Rights Compliance. An observation of Civil Rights Compliance practice will be made at the time of each supervisory assistance review. If a violation is found during the review process, a letter concerning the situation will be sent from the Kansas State Department of Education to the sponsor. Any problems will be corrected by correspondence and additional on-site visits.

The data obtained and the observations made during a supervisory assistance review of program sites and sponsors shall conform to the guidance materials from USDA. Particular attention will be paid to the maintenance of camp records, issuance of campership, employment practices of sponsor, and equal access to facilities.

The Kansas Department of Education has on file copies of assurance submitted to the Office of Health, Education, and Welfare that the employment practices of the Department are in compliance with Title VI and Title IX. The Department of Education has developed goals and timetable for employment of minorities and women.

12. *The state's plan for monitoring and inspecting sponsors, sites, and food service management companies and for ensuring that such companies do not enter into contracts for more meals than they can provide effectively and efficiently.*

Each sponsor's activities connected with administration of the program will be closely monitored by School Food Service Specialists. Documentation of on-site visits, program assistance, and results of such assistance shall be maintained on file in the State Department of Education.

In determining which sites shall be reviewed, the School Food Service Specialist shall give consideration to prior year's experience, capabilities of personnel, size, and location of programs. Professional judgement will be used in evaluation of performance.

13. *The state's plan for timely and effective action on program violations.*

Reference to the required information is found on page 11 of the *State Plan for Summer Food Service Program, 1978.* Additional information pertinent to this requirement follows.

When non-compliance with regulations is found, sponsors will be asked to submit within five days a written statement describing corrections made. Follow up reviews or on-site visits will be made as often as necessary to assure correction and compliance.

*14. State's plan and schedule for submission and approval of sponsor applications.*

1978

| | Jan. | Feb. | Mar. | Apr. | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Disseminate guidelines, reimbursement rates, and other program information. | | 15 | | | | | | | | | | |
| Announce March 15, 1978, deadline for registration of food service management companies. | | 15 | | | | | | | | | | |
| Close registration of food service management companies. | | | 15 | | | | | | | | | |
| Distribute application packets for potential sponsoring organization. | | | | 7 | | | | | | | | |
| Close receipt of applications for potential sponsors. | | | | | 1 | | | | | | | |
| Hold training sessions conducted by sponsors. | | | | | | 1-15 | | | | | | |
| Conduct administative reviews and supervisory assistance. | | | | | | | 15 | | | | | |
| Close out program. | | | | | | | | | 29 | | | |

*15. The number of needy children being reached by the program.*

Reference to the required information is found on page 23 of the *State Plan for Summer Food Service Program, 1978.*

*16. The state's plan for determining the amounts and timing of program payments to sponsors and for disbursing such payments.*

Startup funds will not be issued in Kansas.

Determination of advance payment amounts will be in compliance with USDA regulations. Net program payments and administration payments will be made according to schedules established by regulations and the claims processing schedule established by LEA Finance Section of Kansas State Department of Education.

Reimbursement claims received by the tenth of the month following the claim month will be processed for payment. Reimbursement claims received after the tenth of the month following the claim month will be held until the next month for payment processing. Claim processing will include a check for mathematical accuracy of data submitted on claim forms.

*17. The state's plan for ensuring fiscal integrity by auditing sponsors as provided under 225.5(r).*

One-half of the sponsors which participated in the Summer Food Service Program during the summer of 1977 will be audited during the summer of 1978 by the Kansas State Department of Education. The auditing staff will provide consultive assistance to auditing firms employed by sponsors. The USDA auditing guide will be available to all sponsors.

Audits will be conducted according to guidance from Office of Inspector General. The selection of sponsors to be audited will be determined by size of program, geographic location of sponsor, need for audit as evidenced on claims or during reviews, and program experience of prior years.

*18. The state's plan and procedure for registering food service management companies.*

The state procedures will adhere to USDA regulations Part 225.5(u) for registration of food service management companies.

| | |
|---|---|
| February 8, 1978 | Notified food service management companies of the need to register and how to apply. |
| February 17, 1978 | Issued news release announcing food service management companies must register. |
| February 23, 1978 | Published news release. |
| May 15, 1978 | Reviewed all registration forms, notified food service management companies of their determination, and forwarded to USDA information on all food service management companies which applied. |

Denial of registration will be based on (1) incomplete application in the School Food Service Section of the State Department of Education at the application deadline; (2) unsuitability of the food preparation facility; (3) documented inability to meet contractual and regulatory requirements in previous years, if applicable; and (4) proof of the company's administrative and financial inability to perform in the program in the current year.

19. *The state procedures for granting a hearing and prompt determination to any sponsor wishing to appeal a state's ruling denying its application for program participation, its site participation, program advance payments, or for program reimbursement and the state's procedure for granting a hearing and prompt determination to any food service management company wishing to appeal a state ruling denying the food service management company registration in the state.*

The procedure for hearings for sponsors or food service management companies will conform to USDA regulations as stated in Section 225.5(x).

20. *The state's plan for utilizing the funds provided for under 225.8(1) to provide for health inspection and meal quality tests, including the estimated number and frequency of such inspections and tests and a description of the arrangements made by the state with the agencies which will perform these services.*

By state statute (K.S.A. 36-503) each site serving food more than seven consecutive days is required to have a facilities inspection made by the Kansas State Department of Health and Environment, Bureau of Food and Lodging. Each sponsor will pay a forty dollar license fee for such inspection.

An interagency contract between the State Department of Education and the State Department of Health and Environment will be negotiated. The School Food Service Section will make application and pay the fee for inspection of those serving sites serving less than seven days. The inspections, conducted according to the guidelines established by the 1976 Food and Drug Administration Ordinance Code, will be made by Bureau of Food and Lodging inspectors or sanitarians employed by cities and counties. Dates and locations of Summer Food Service Programs would be made available to the Bureau of Food and Lodging.

Sampling and culturing of food products will be conducted when adulteration or contamination is suspected. The laboratory services are available only for suspected cases of food poisoning.

21. *The amount of non-federal funds made available to the state through direct state appropriations for the program.* (See Chart 7)

There are no direct state appropriations for the Summer Food Service Program. State funds are appropriated for administration and staffing of the School Food Service Section.

22. *An explanation of significant deviations in last year's actual program operation and administration from that proposed in the prior year's plan.*

References to the required information are found on pages 1 through 3 of the *State Plan for Summer Food Service Program, 1978.* Additional information pertinent to this requirement follows.

In the *State Plan for Summer Food Service Program - 1977,* Chart 1 on page 13 shows the following projection of funding and participation.

## Chart 1 of 1977 Plan

## PROJECTIONS OF FEDERAL FUNDING NEEDS FOR THE SUMMER FOOD SERVICE PROGRAM

| | *Average Daily Attend.* | | *No. Days of Operation* | | *Projected Rate of Reimbursement* | | *Estimated Funding Need* |
|---|---|---|---|---|---|---|---|
| A. Total lunches | 6,000 | x | 40 | x | $.8725 | = | $209,400 |
| B. Total suppers | 1,600 | x | 40 | x | .8725 | = | 55,840 |
| C. Total breakfasts | 1,900 | x | 40 | x | .4825 | = | 36,670 |
| D. Total supplements | 2,600 | x | 40 | x | .2275 | = | 23,660 |
| E. Total summer feeding need | | | | | | | $325,570 |

In the *State Plan for Summer Food Service Program, 1978* the historic account of 1977 funding and participation is shown on page 20. Differences may be noted in the average daily participation and average rates of reimbursement. The greatest difference is in the number of days of operation. Many of the sites were of only one week duration.

*23. Outreach effort through publicity and promotion.*

Because of staff limitations, publicity and promotion will be targeted toward toward city recreation programs, youth clubs, Community Action Programs, eligible sponsors in rural areas, and Child Care Food Program sponsors which can provide a meaningful program for school age children needing supervision. This reaches statewide to eligible sponsors. There will be one mass media release through Information Services Section in the Kansas State Department of Education announcing the availability of the program. Letters of information will be sent to the State Director of Public Housing, and representatives from Community Action Programs, city recreation programs, youth clubs, YMCA, and unified school districts for dissemination to their own people. In February of 1978, sponsors who were in the program the summer of 1977 will be contacted to determine their interest in participating in 1978.

*24. Data for the period March 1, 1977 through September 30, 1977.*

a. Number sponsors which participated 16
b. Number reviews performed:
   By supervisory assistance review, including review of one site; 15
   By site review only. 19
c. Number audits performed:
   By Kansas State Department of Education auditors; 14
   By CPA firm 0
d. Breakdown of how administrative funds were spent (see Chart 7)
e. Funding

| | *Actual Average Daily Part.* | | *Average No. Days of Operation* | | *Average Rate of Reimb. Paid* | | *Funding Expended* |
|---|---|---|---|---|---|---|---|
| A. Total breakfasts | 996 | x | 25 | x | $.4590 | = | $ 11,429 |
| B. Total lunches | 4,864 | x | 25 | x | .8246 | = | 100,271 |
| C. Total supplements | 1,841 | x | 25 | x | .2162 | = | 9,951 |
| D. Total suppers | 590 | x | 25 | x | .8246 | = | 12,163 |
| | **Total Meals** | | | | | | |
| E. Administrative costs | 207,279 | x | | | .0507 | = | 10,514 |
| Total summer funding | | | | | | | $144,328 |

25. ***Established priorities for approval when more than one eligible sponsor applies to serve the same area.***

A. Schools
B. Sponsors that have demonstrated successful program performance in a prior year.
C. Sponsors that prepare meals at their own facilities or that operate only one site.
D. Sponsors that use local school food facilities for the preparation of meals.
E. Other sponsors that have demonstrated ability for successful program operation.
F. Sponsors that plan to integrate the program with other federal, state, or local employment programs.

# CHAPTER FIVE

## NEEDS ASSESSMENT

The Summer Food Service Program exists to serve low income areas. Documenting the need of an area to be served is a required part of the application process. By definition, the concept of "low income area" is tied to the percentage of children residing in an area who are eligible for free or reduced-price meals in the National School Lunch and Breakfast Programs. At least one-third, or 33 percent, of the children residing in the area of the site must qualify for free or reduced-price school meals based on family size and income.

To determine the need of a particular geographical area, a sponsor may contact the local school district or local nonprofit private schools to obtain figures on the numbers of children eligible for free and reduced-price meals, as compared to total school enrollment.*

The following table ranks the unified school districts according to the percent of the enrollment which is eligible for free and reduced price meals. The USD enrollment as of September 15, 1977, and number of students eligible for free and reduced price meals as of October 1, 1977, were reported by each district on Schedule A of the Program Agreement.

| USD NO. | U.S.D. NAME | ENROLLMENT | ELIGIBLE FOR FREE AND REDUCED PRICE MEALS | PERCENT |
|---|---|---|---|---|
| 510 | Powhattan | 191 | 144 | 75 |
| 436 | Caney Valley | 882 | 616 | 70 |
| 221 | North Central | 241 | 162 | 67 |
| 323 | Westmoreland | 626 | 417 | 67 |
| 101 | Erie—St. Paul | 1,290 | 780 | 60 |
| 205 | Leon | 584 | 350 | 60 |
| 286 | Chautauqua County Community | 558 | 310 | 56 |
| 346 | Jawhawk | 648 | 356 | 55 |
| 461 | Neodesha | 859 | 454 | 53 |
| 297 | St. Francis Community Schools | 524 | 274 | 52 |
| 283 | Elk Valley | 202 | 100 | 50 |
| 248 | Girard | 1,228 | 613 | 50 |
| 404 | Riverton | 734 | 370 | 50 |
| 500 | Kansas City | 25,809 | 12,673 | 49 |
| 330 | Wabaunsee East | 705 | 335 | 48 |
| 401 | Chase | 274 | 130 | 47 |
| 362 | Prairie View | 854 | 390 | 46 |
| 386 | Madison—Virgil | 391 | 177 | 45 |
| 417 | Morris County | 1,096 | 487 | 44 |
| 409 | Atchison | 2,304 | 990 | 43 |
| 390 | Hamilton | 181 | 78 | 43 |
| 509 | South Haven | 212 | 92 | 43 |
| 246 | Northeast | 612 | 258 | 42 |
| 333 | Concordia | 1,797 | 728 | 41 |
| 471 | Dexter | 220 | 90 | 41 |
| 270 | Plainville | 608 | 249 | 41 |
| 244 | Burlington | 686 | 274 | 40 |
| 285 | Cedar Vale | 222 | 88 | 40 |
| 462 | Central | 500 | 200 | 40 |
| 505 | Chetopa | 427 | 169 | 40 |
| 499 | Galena | 902 | 365 | 40 |
| 403 | Otis—Bison | 400 | 160 | 40 |
| 213 | West Solomon Valley Schools | 227 | 90 | 40 |
| 397 | Centre | 469 | 181 | 39 |
| 250 | Pittsburg | 3,034 | 1,187 | 39 |
| 235 | Uniontown | 521 | 201 | 39 |
| 435 | Abilene | 1,624 | 618 | 38 |
| 332 | Cunningham | 378 | 143 | 38 |

*Summer Food Service Program for Children, Sponsor Handbook*, USDA, Food and Nutrition Service, Program Aid No. 1182.

| USD NO. | U.S.D. NAME | ENROLLMENT | ELIGIBLE FOR FREE AND REDUCED PRICE MEALS | PERCENT |
|---|---|---|---|---|
| 484 | Fredonia | 1,114 | 419 | 38 |
| 249 | Frontenac | 519 | 197 | 38 |
| 425 | Highland | 380 | 143 | 38 |
| 480 | Liberal | 3,264 | 1,240 | 38 |
| 433 | Midway Schools | 286 | 110 | 38 |
| 358 | Oxford | 469 | 180 | 38 |
| 377 | Atchison Co. Comm. Schools | 1,127 | 419 | 37 |
| 366 | Woodson | 642 | 236 | 37 |
| 228 | Hanston | 118 | 42 | 36 |
| 474 | Haviland Public Schools | 165 | 59 | 36 |
| 456 | Marais Des Cygnes Valley | 334 | 119 | 36 |
| 271 | Stockton | 544 | 198 | 36 |
| 223 | Barnes | 800 | 283 | 35 |
| 445 | Coffeyville | 3,332 | 1,160 | 35 |
| 486 | Elwood | 263 | 92 | 35 |
| 234 | Ft. Scott | 2,025 | 708 | 35 |
| 442 | Nemaha Valley Schools | 597 | 207 | 35 |
| 311 | Pretty Prairie | 277 | 97 | 35 |
| 498 | Valley Heights | 481 | 170 | 35 |
| 279 | Jewell | 266 | 91 | 34 |
| 395 | LaCrosse | 612 | 211 | 34 |
| 290 | Ottawa | 2,371 | 800 | 34 |
| 503 | Parsons | 2,534 | 853 | 34 |
| 451 | B & B | 362 | 119 | 33 |
| 204 | Bonner Springs | 2,260 | 755 | 33 |
| 430 | Brown Co. | 634 | 208 | 33 |
| 360 | Caldwell | 381 | 125 | 33 |
| 321 | Kaw Valley | 1,048 | 344 | 33 |
| 278 | Mankato | 354 | 118 | 33 |
| 295 | Prairie Heights | 184 | 61 | 33 |
| 287 | West Franklin | 763 | 252 | 33 |
| | TOTAL | 81,526 | 35,315 | |
| 273 | Beloit | 845 | 268 | 32 |
| 413 | Chanute | 2,203 | 695 | 32 |
| 444 | Little River | 501 | 159 | 32 |
| 203 | Piper—K.C. | 753 | 241 | 32 |
| 217 | Rolla | 237 | 75 | 32 |
| 501 | Topeka | 17,153 | 5,543 | 32 |
| 429 | Troy Public Schools | 498 | 161 | 32 |
| 272 | Waconda | 818 | 268 | 32 |
| 208 | WaKeeney | 708 | 226 | 32 |
| 282 | West Elk | 599 | 190 | 32 |
| 459 | Bucklin | 229 | 72 | 31 |
| 216 | Deerfield | 232 | 73 | 31 |
| 415 | Hiawatha | 1,211 | 370 | 31 |
| 258 | Humboldt | 639 | 201 | 31 |
| 256 | Marmaton Valley | 453 | 140 | 31 |
| 504 | Oswego | 489 | 152 | 31 |
| 275 | Triplains | 131 | 40 | 31 |
| 240 | Twin Valley | 496 | 153 | 31 |
| 392 | Osborne Co. | 624 | 192 | 31 |
| 277 | Burr Oak | 145 | 43 | 30 |
| 369 | Burrton | 303 | 91 | 30 |
| 467 | Leoti | 772 | 230 | 30 |
| 326 | Logan | 317 | 96 | 30 |
| 424 | Mullinville | 165 | 49 | 30 |
| 247 | Cherokee | 1,016 | 299 | 29 |
| 337 | Mayetta | 840 | 243 | 29 |
| 212 | Northern Valley | 255 | 74 | 29 |

| USD NO. | U.S.D. NAME | ENROLLMENT | ELIGIBLE FOR FREE AND REDUCED PRICE MEALS | PERCENT |
|---|---|---|---|---|
| 507 | Satanta | 417 | 122 | 29 |
| 259 | Wichita | 47,430 | 13,778 | 29 |
| 493 | Columbus | 1,545 | 435 | 28 |
| 300 | Commanche County | 482 | 135 | 28 |
| 200 | Greeley County | 431 | 120 | 28 |
| 243 | Lebo-Waverly | 573 | 163 | 28 |
| 502 | Lewis | 215 | 60 | 28 |
| 301 | Nes Tre La Go | 103 | 29 | 28 |
| 399 | Paradise | 232 | 66 | 28 |
| 393 | Solomon | 473 | 131 | 28 |
| 457 | Garden City | 4,627 | 1,255 | 27 |
| 387 | Altoona-Midway | 394 | 106 | 27 |
| 379 | Clay Center | 1,683 | 450 | 27 |
| 405 | Lyons | 990 | 267 | 27 |
| 325 | Phillipsburg | 841 | 225 | 27 |
| 338 | Valley Falls | 480 | 131 | 27 |
| 380 | Vermillion | 765 | 210 | 27 |
| 280 | West Graham—Morland | 206 | 55 | 27 |
| 284 | Chase County | 653 | 173 | 26 |
| 479 | Crest | 351 | 93 | 26 |
| 495 | Ft. Larned | 1,168 | 307 | 26 |
| 363 | Holcomb | 492 | 130 | 26 |
| 239 | North Ottawa County | 739 | 192 | 26 |
| 344 | Pleasanton | 408 | 106 | 26 |
| 255 | South Barber | 390 | 100 | 26 |
| 318 | Atwood | 574 | 144 | 25 |
| 508 | Baxter Springs | 10,481 | 263 | 25 |
| 357 | Belle Plaine | 683 | 170 | 25 |
| 419 | Canton-Galva | 454 | 115 | 25 |
| 447 | Cherryvale | 701 | 175 | 25 |
| 352 | Goodland | 1,910 | 481 | 25 |
| 412 | Hoxie Community Schools | 637 | 160 | 25 |
| 416 | Louisburg | 885 | 220 | 25 |
| 446 | Independence | 2,780 | 693 | 25 |
| 475 | Junction City | 6,866 | 1,747 | 25 |
| 298 | Lincoln | 509 | 125 | 25 |
| 463 | Udall | 407 | 100 | 25 |
| 368 | Paola | 1,672 | 423 | 25 |
| 267 | Renwick | 1,690 | 422 | 25 |
| 306 | Southeast of Saline | 638 | 160 | 25 |
| 353 | Wellington | 1,777 | 440 | 25 |
| 242 | Weskan | 106 | 27 | 25 |
| 316 | Golden Plains | 252 | 61 | 24 |
| 231 | Gardner—Edgerton—Antioch | 1,488 | 355 | 24 |
| 257 | Iola | 1,869 | 445 | 24 |
| 331 | Kingman | 1,162 | 277 | 24 |
| 506 | Labette County | 1,861 | 443 | 24 |
| 309 | Nickerson | 1,725 | 415 | 24 |
| 202 | Turner—Kansas City | 4,565 | 1,083 | 24 |
| 241 | Wallace County Schools | 400 | 95 | 24 |
| 434 | Santa Fe Trail | 1,167 | 275 | 24 |
| 437 | Auburn Washburn | 2,793 | 647 | 23 |
| 482 | Dighton | 443 | 100 | 23 |
| 324 | Eastern Heights | 206 | 48 | 23 |
| 491 | Eudora | 799 | 187 | 23 |
| 428 | Great Bend | 7,390 | 1,702 | 23 |
| 308 | Hutchinson | 6,125 | 1,393 | 23 |
| 448 | Inman | 412 | 95 | 23 |
| 215 | Lakin | 618 | 140 | 23 |
| 373 | Newton | 3,452 | 807 | 23 |
| 245 | Leroy—Gridley | 365 | 85 | 23 |
| 322 | Onaga—Havensville—Wheaton | 437 | 102 | 23 |

| USD NO. | U.S.D. NAME | ENROLLMENT | ELIGIBLE FOR FREE AND REDUCED PRICE MEALS | PERCENT |
|---|---|---|---|---|
| 230 | Spring Hill | 1,175 | 270 | 23 |
| 349 | Stafford | 381 | 87 | 23 |
| 359 | Argonia | 267 | 60 | 22 |
| 454 | Burlingame | 409 | 91 | 22 |
| 473 | Chapman | 1,325 | 296 | 22 |
| 292 | Grainfield | 389 | 84 | 22 |
| 251 | North Lyon County | 676 | 146 | 22 |
| 398 | Peabody—Burns | 570 | 128 | 22 |
| 426 | Pike Valley | 354 | 79 | 22 |
| 481 | Rural Vista | 447 | 100 | 22 |
| 376 | Sterling | 548 | 118 | 22 |
| 214 | Ulysses | 1,605 | 359 | 22 |
| 329 | Alma | 589 | 123 | 21 |
| 288 | Central Heights | 578 | 120 | 21 |
| 253 | Emporia | 3,806 | 813 | 21 |
| 468 | Healy Public Schools | 110 | 23 | 21 |
| 389 | Eureka | 968 | 205 | 21 |
| 269 | Palco | 248 | 52 | 21 |
| 293 | Quinter | 356 | 75 | 21 |
| 350 | St. John—Hudson | 467 | 96 | 21 |
| 464 | Tonganoxie | 1,267 | 267 | 21 |
| 222 | Washington Schools | 556 | 117 | 21 |
| 220 | Ashland | 336 | 67 | 20 |
| 488 | Axtell | 621 | 123 | 20 |
| 254 | Barber County North | 838 | 165 | 20 |
| 388 | Ellis | 486 | 99 | 20 |
| 490 | El Dorado | 2,474 | 500 | 20 |
| 310 | Fairfield | 660 | 134 | 20 |
| 347 | Kinsley—Offerle | 601 | 118 | 20 |
| 497 | Lawrence | 7,609 | 2,548 | 20 |
| 364 | Marysville | 1,272 | 249 | 20 |
| 335 | North Jackson | 502 | 100 | 20 |
| 420 | Osage City | 706 | 139 | 20 |
| 441 | Sabetha | 1,051 | 211 | 20 |
| 439 | Sedgwick Public Schools | 510 | 102 | 20 |
| 374 | Sublette | 492 | 100 | 20 |
| 299 | Sylvan Grove | 200 | 39 | 20 |
| 465 | Winfield | 2,378 | 480 | 20 |
| 361 | Anthony—Harper | 1,198 | 230 | 19 |
| 511 | Attica | 156 | 30 | 19 |
| 427 | Belleville | 798 | 150 | 19 |
| 268 | Cheney | 592 | 111 | 19 |
| 103 | Cheylin | 360 | 70 | 19 |
| 260 | Derby | 4,836 | 942 | 19 |
| 355 | Ellinwood | 539 | 105 | 19 |
| 312 | Haven | 1,173 | 218 | 19 |
| 351 | Macksville | 330 | 62 | 19 |
| 408 | Marion | 696 | 135 | 19 |
| 303 | Ness City | 466 | 90 | 19 |
| 438 | Skyline Schools | 340 | 64 | 19 |
| 302 | Smokey Hill | 253 | 49 | 19 |
| 406 | Wathena | 547 | 103 | 19 |
| 402 | Augusta | 1,763 | 317 | 18 |
| 354 | Claflin | 371 | 68 | 18 |
| 455 | Cuba | 208 | 38 | 18 |
| 327 | Ellsworth | 793 | 145 | 18 |
| 365 | Garnett | 1,293 | 228 | 18 |
| 440 | Halstead | 765 | 141 | 18 |
| 453 | Leavenworth | 5,474 | 980 | 18 |
| 421 | Lyndon | 443 | 78 | 18 |
| 226 | Meade | 490 | 86 | 18 |
| 211 | Norton Community Schools | 970 | 171 | 18 |

| USD NO. | U.S.D. NAME | ENROLLMENT | ELIGIBLE FOR FREE AND REDUCED PRICE MEALS | PERCENT |
|---|---|---|---|---|
| 341 | Oskaloosa Public Schools | 486 | 87 | 18 |
| 224 | Republican Valley | 583 | 103 | 18 |
| 305 | Salina | 8,061 | 1,415 | 18 |
| 237 | Smith Center | 705 | 125 | 18 |
| 452 | Stanton County | 643 | 115 | 18 |
| 238 | West Smith County | 248 | 45 | 18 |
| 470 | Arkansas City | 2,414 | 402 | 17 |
| 307 | Ell-Saline | 285 | 48 | 17 |
| 227 | Jetmore | 362 | 62 | 17 |
| 266 | Maize | 863 | 150 | 17 |
| 274 | Oakley | 503 | 84 | 17 |
| 294 | Oberlin | 720 | 120 | 17 |
| 382 | Pratt | 1,335 | 230 | 17 |
| 522 | Riley County | 522 | 90 | 17 |
| 334 | Southern Cloud | 470 | 78 | 17 |
| 494 | Syracuse | 590 | 100 | 17 |
| 384 | Blue Valley | 275 | 43 | 16 |
| 476 | Copeland | 191 | 30 | 16 |
| 396 | Douglass Public Schools | 556 | 90 | 16 |
| 410 | Durham—Hillsboro—Lehigh | 675 | 105 | 16 |
| 281 | Hill City | 662 | 107 | 16 |
| 383 | Manhattan | 5,638 | 892 | 16 |
| 252 | Southern Lyon County | 719 | 117 | 16 |
| 432 | Victoria | 550 | 89 | 16 |
| 289 | Wellsville | 784 | 127 | 16 |
| 314 | Brewster | 218 | 32 | 15 |
| 315 | Colby | 1,277 | 190 | 15 |
| 276 | Esbon | 128 | 19 | 15 |
| 339 | Jefferson County North | 498 | 73 | 15 |
| 483 | Kismet—Plains | 621 | 95 | 15 |
| 469 | Lansing | 1,233 | 179 | 15 |
| 328 | Lorraine | 501 | 76 | 15 |
| 371 | Montezuma | 240 | 37 | 15 |
| 209 | Moscow Public Schools | 146 | 22 | 15 |
| 233 | Olathe | 6,715 | 1,031 | 15 |
| 345 | Seaman | 3,543 | 519 | 15 |
| 348 | Baldwin City | 924 | 127 | 14 |
| 375 | Circle | 1,219 | 165 | 14 |
| 102 | Cimarron—Ensign | 613 | 83 | 14 |
| 261 | Haysville | 3,118 | 425 | 14 |
| 317 | Herndon | 123 | 17 | 14 |
| 400 | Lindsborg | 905 | 126 | 14 |
| 342 | McLouth | 576 | 78 | 14 |
| 407 | Russell County | 1,681 | 236 | 14 |
| 381 | Spearville—Windthorst | 365 | 52 | 14 |
| 262 | Valley Center Public Schools | 1,754 | 250 | 14 |
| 320 | Wamego | 1,120 | 153 | 14 |
| 264 | Clearwater | 965 | 121 | 13 |
| 218 | Elkhart | 599 | 80 | 13 |
| 411 | Goessel | 280 | 35 | 13 |
| 336 | Holton | 1,013 | 128 | 13 |
| 206 | Remington—Whitewater | 634 | 83 | 13 |
| 450 | Shawnee Heights | 3,327 | 435 | 13 |
| 449 | Easton | 715 | 84 | 12 |
| 477 | Ingalls | 219 | 25 | 12 |
| 423 | Moundridge | 545 | 67 | 12 |
| 343 | Perry Public Schools | 968 | 115 | 12 |
| 372 | Silver Lake | 600 | 71 | 12 |
| 232 | DeSoto | 1,628 | 184 | 11 |
| 487 | Herington | 685 | 75 | 11 |
| 340 | Jefferson West | 816 | 92 | 11 |
| 418 | McPherson | 2,420 | 276 | 11 |

| USD NO. | U.S.D. NAME | ENROLLMENT | ELIGIBLE FOR FREE AND REDUCED PRICE MEALS | PERCENT |
|---|---|---|---|---|
| 394 | Rose Hill Public Schools | 833 | 90 | 11 |
| 313 | Buhler | 2,055 | 215 | 10 |
| 492 | Flinthills | 248 | 21 | 10 |
| 265 | Goddard | 1,966 | 187 | 10 |
| 489 | Hays | 2,553 | 261 | 10 |
| 385 | Andover | 1,127 | 98 | 9 |
| 356 | Conway Springs | 503 | 45 | 9 |
| 422 | Greensburg | 379 | 35 | 9 |
| 291 | Grinnell | 337 | 31 | 9 |
| 460 | Hesston | 792 | 75 | 9 |
| 210 | Hugoton | 913 | 80 | 9 |
| 219 | Minneola | 235 | 22 | 9 |
| 466 | Scott County | 1,457 | 135 | 9 |
| 225 | Fowler | 198 | 16 | 8 |
| 236 | Lebanon Public Schools | 172 | 13 | 8 |
| 496 | Pawnee Heights | 222 | 17 | 8 |
| 304 | Bazine | 112 | 8 | 7 |
| 443 | Dodge City | 4,027 | 294 | 7 |
| 263 | Mulvane | 1,758 | 121 | 7 |
| 512 | Shawnee Mission Public Schools | 37,425 | 2,369 | 6 |
| 207 | Ft. Leavenworth | 2,041 | 112 | 5 |
| 229 | Southeast Johnson County | 2,085 | 97 | 5 |
| 458 | Basehor—Linwood | 1,240 | 55 | 4 |
| 431 | Hoisington | 548 | 21 | 4 |
| 367 | Osawatomie | 1,172 | 0 | 0 |

# APPENDICES

# APPENDIX A

## DEFINITIONS

*Administrative costs* ..... Operating costs related to planning, organizing, and supervising food service under the program (excluding interest costs).

*Area* ..... The geographic area from which a site draws its attendance.

*Areas in which poor economic conditions exist* ..... Areas in which at least 33 1/3 percent of the children are eligible for free and reduced price school meals under the National School Lunch Program and the School Breakfast Program.

*Authorized representative* ..... A person designated by the service institution to enter into any agreement with the State Department of Education, and to act for the service institution in preparing or signing any other documents, reports, and claims for reimbursement.

*Child* ..... A person under 18 chronological years of age.

*Compliance review* ..... An on-site visit to see if regulations are being met.

*Cost of obtaining food* ..... Operating costs related to the cost of obtaining agricultural commodities and other food for consumption by children. Such costs may include, in addition to the purchase price of agricultural commodities and other food, the cost of processing, distributing, transporting, storing, or handling any food purchased for, or donated to, the program.

*Federal fiscal year* ..... A period of twelve calendar months beginning October 1 and ending September 30.

*Free meal* ..... Meal for which neither the child nor any member of his family pays or is required to work in the school's food service program.

*Income accruing to the Program* ..... All federal payments; all monies, other than federal payments, received from state, intermediate, or local governments; interest earned, if any, on federal payments, including advance payments and start-up funds; income, if any, from food sales to adults; other income, including cash donations or grants from benevolent organizations or individuals.

*Meals* ..... Food which is served to children during their attendance at a service institution and which meets the nutritional requirements.

*Needy children* ..... Children from families whose income is not above the state income poverty guideline.

*On-site review* ..... A visit to a participating school or service institution by a School Food Service Specialist for the purpose of providing supervisory assistance.

*Operating costs* ..... Costs of obtaining, preparing, and serving food under the program including administrative costs and the rental and use allowances of equipment and space, but excluding costs of the purchase of land, acquisition or construction of buildings, or alterations of existing buildings.

*Overclaim* ..... A claim for any amount in excess of that which is legally reimbursable.

*Participation rate* ..... A number equal to the number of meals which meet minimum requirements served during a specified time.

*Private nonprifit* ..... Not conducted for the purpose of profit and thus exempt from income tax under section 501(c)(3) of Internal Revenue Code of 1954.

*Reduced price meal* ..... A meal which is priced less than the full price of the meal. Neither the child nor any member of his family is required to work in the school food service program.

*Reimbursement* ..... Financial assistance paid or payable to service institutions participating in the program for meals meeting the requirements of this part served to eligible children. The term "reimbursement" also includes financial assistance made available through advances to service institutions.

*Reimbursement claim* ..... Claim submitted monthly to provide sufficient data for justifying compensation for meals and/or milk served during the reporting period.

*Site* ..... A location designated by the service institution for meal service to children eligible for participation in their organized program activity.

*Sponsor* ..... A nonresidential public or private nonprofit institution or a residential public or private nonprofit summer camp that conducts, during the months of May through September, a regularly scheduled program for children at site locations where organized recreational activity or food service are provided (referred to in the Act as "service institution").

*State fiscal year* ..... A period of twelve calendar months beginning July 1 and ending June 30.

*Supervisory review* ..... A visit to the administrative office to examine records and administrative procedures.

*Supervisory and technical assistance* ..... An activity to assist sponsors in their administration of Summer Food Service Program.

*Underclaim* ..... A claim for amount less than which is legally reimbursable.

*Warrant* ..... A check paid to the school food authority for meals and/or milk claimed for reimbursement during a reporting period.

The following definitions were adopted for all state plans by the Executive Committee on April 15, 1977.

*Goal* ..... An abstract or theoretical, but concise, statement which defines the desired results toward which the organization's efforts are directed.

*Objective* ..... A concise statement indicating a desired outcome of a program which will contribute to a goal to which it is related, but, unlike the goal, is stated in realistic achievable and measurable terms.

*Types of Objectives*

*Operational or Process Objective* ..... A statement identifying a specific responsibility relative to specific tasks to be accomplished within a defined time frame.

*Product Objective* ..... A statement indicating an expected specific product to be accomplished within a defined time frame.

*Activity* ..... Action or procedure designed to accomplish the specific objective which has been established for a specific program.

*Strategy* ..... Summation of activities designed to accomplish an objective.

## *APPENDIX B*

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE

MOUNTAIN PLAINS REGION
1823 STOUT STREET
DENVER, CO 80202

September 13, 1977

Mrs. Rita Hamman, Director
School Food Services
Kansas State Department of Education
Kansas State Education Building
120 East 10th Street
Topeka, Kansas 66612

Dear Mrs. Hamman:

Enclosed is a copy of the 1977 Kansas management evaluation report for the Summer Food Service Program. Should you find any inaccuracies in the report, please notify this office so that we may make corrections.

As indicated in the report, you and your staff's administration of the Program is commendable. The field operation of the Summer Food Service Program progressed in an exemplary manner.

Should you have any questions concerning this report, please contact Lori Bechtel or me. We appreciate the excellent cooperation extended us by you and your staff during this management evaluation.

Sincerely,

N. S. Patterson
Section Chief
Program Operations/Evaluation

Enclosure

# KANSAS
# SUMMER FOOD SERVICE PROGRAM
# MANAGEMENT EVALUATION

## I. PROGRAM OPERATIONS

### A. *Management and Administrative Plan*

The Kansas Management and Administrative Plan was approved by this office on February 15, 1977. Differences in the MAP, as written and as the Program was actually run, all centered around the fact that sponsor participation was not increased by 100% as projected. Subsequent results were the failure to hire a summer monitor and to conduct fewer training sessions than planned. The State Agency as an objective stated that it would assist in the improvement of the recordkeeping phase of financial management in 50% of the Summer Food Service Programs. It had not yet been determined whether this goal was met during the final phase of the M.E. No revisions of the MAP were submitted to the MPRO.

### B. *Applications*

All applications were reviewed by Ione George, Administrative Specialist, and approved by Rita Hamman, Director. In addition, staff from the MPRO reviewed most of the applications during the SFSP prefeeding review of the State Agency. Nineteen applications were submitted; 18 sponsors were approved with 1 sponsor being denied. The sponsor denied was an individual child care center which did not have backing from its sponsoring organization. No appeal was submitted. Of the 18 sponsors approved, 1 withdrew its application and another, a residential summer camp, was unable to qualify any of its sessions. This resulted in 16 sponsors with 78 sites participating in the 1977 Summer Food Service Program.

The State Agency had a May 15, 1977, deadline date for submission of applications. Potential sponsors were notified in writing on February 2, 1977. The State did approve sponsors who submitted applications late.

No sponsor's applications were denied because of past or present deficiencies, no sponsors or sites were denied more than one meal service, and none were approved on a priority basis. Wichita Public Schools was the only sponsor which estimated total reimbursement to exceed $50,000. Ione George spent a great deal of time with this sponsor prior to approval. Of the 16 sponsors participating, 6 were new; all received pre-approval visits.

The State Agency used applications like those used by the Regional Office. All necessary information required was included. The non-profit private status of sponsors was documented with the submission of a copy of the sponsor's IRS tax exempt letter. The State Agency encouraged sponsors to submit a copy of their health certification or required sponsors to submit a copy of their letter to the appropriate Health Department notifying them of their intention to provide a food service during a specific period at specific sites.

### C. *Bids and Food Service Management Company*

Three sponsors contracted with vendors. Wichita Public Schools had a sole source contract with Interstate United and received prior approval by the State Agency as required by the Regulations, Part 225.15(a)(3)(vi). Cross-Line Cooperative Council, a Kansas City sponsor, contracted with California Catering, but the contract did not exceed $10,000. Turner House, Inc., a second Kansas City sponsor, went out to bid prior to recieving a final copy of the Regulations, Part 225.15(a)(5)(i). The State Agency was notified in writing by the MPRO of this divergence from Program Regulations. In response, the State felt the sponsor received fair value for the bid price and the readvertisement of bids would adversely affect the feeding of children. In addition, Mid-America Food Service, Inc., the selected vendor, was the only one who submitted a bid.

The State Agency's required Bid-Bond Percentage and Performance Bond Percentage were as those described in the Program Regulations.

## D. *Communication and Training*

Potential sponsors were first notified in writing February 2, 1977, concerning Summer Food Service Program participation. The letter briefly described the Program, outlined sponsor responsibilities, meal types, and reimbursement. Interested sponsors were to complete the tear-off portion of the letter and return it to the State Agency. A second letter containing the same information and interest form was mailed February 16, 1977. On March 21, summer camp sponsors were mailed the Income Eligibility Guidelines and specific information for camps. Summer orientation/training sessions were set up for April; sponsors were notified by letter on March 25.

The above correspondence was mailed Statewide as a means to recruit service institutions in needy areas not served last summer. It was noted that summer school is usually made available in needy areas.

The State Agency required all sponsors without on-site preparation facilities to contact local School Food Authorities for the preparation and delivery of meals and document such correspondence. This matter was stressed in all training sessions as well as in the State's April 11, 1977, letter to all applicants for the SFSP.

Handbooks were distributed at all training sessions; additional copies were distributed as needed during on-site visits. An audit guide was mailed to Wichita, the only sponsor indicating a need. All sponsors received a copy of the Financial Management Guide.

The State of Kansas gives cash in lieu of commodities. The State Agency was aware of which sponsors were eligible, and the amount was paid with the claim for reimbursement.

Three training sessions were scheduled and three additional sessions working with individual sponsors were conducted. Eight training sessions were originally planned as noted in the MAP, but the number was reduced due to lower sponsor participation than anticipated. All training was conducted by Ione George and the following topics were covered:

| | |
|---|---|
| Overview of the SFSP | Site Records |
| Types of Assistance | Financial Management |
| Sponsor Responsibilities | Reimbursement Procedure |
| Site Responsibilities | Nutrition Education |
| Meal Requirements | |

Attendance at a training session sponsored by the Kansas State Agency was a prerequisite for approval. The administrator and the person next in line of authority for the Food Service Program were required to attend. Ione assisted most sponsors with their site personnel training. Training of site personnel was to be documented on a training certification form supplied by the State and returned to the State Agency if advance funds were requested. All other sponsors were to keep their certification of tarining on file.

## E. *Program Monitoring*

The State Agency reviewed 15 of the 16 sponsors participating in the SFSP. Thirty-two of their 78 sites were reviewed and 25 Civil Rights compliance reviews were conducted. Additional visits were also conducted on an informal basis and not generally recorded on a review form.

Review forms used for both sponsor and site operations were very similar to those used by the Regional Office. Form FNS-87-1 was used for all Civil Rights compliance reviews, both day Programs and residential summer camps. A carbon copy of the completed review forms was left with each sponsor and/or site supervisor. Deficiencies were noted and recommendations made for sponsor compliance. Follow-up visits were conducted when necessary.

Wichita Public Schools was the only sponsor with ten or more sites thus requiring a visit within the first four weeks of Program operations.

A representative of the Regional Office staff spent a week in the field accompanying Ione George of the State Agency on administrative reviews. Reviews were conducted at three nonresidential and one residential site. Visits were also made with five sponsors.

The State Agency is to be commended for its ambitious supervisory assistance effort. The scope of its operation went far beyond that required by Program Regulations.

### F. *Audits*

Only one sponsor, Wichita Public Schools, estimated receiving over $50,000 in Program reimbursement. Based on this estimate, a CPA was engaged, preliminary work such as site reviews was conducted, and then it was determined that participation was not as high as expected and the audit was cancelled. At the end of the Summer Program, no sponsors had actual operations at $50,000 or above.

The State plans to conduct 13 Summer Food Service Program audits. A combination of new and old sponsors has been selected. The LEA Financial Section is responsible for conducting such audits as well as any follow-up. The FNS Audit Guide will be used. The State Department of Education is given a copy of the written report as well as any follow-up material.

### G. *Staffing*

Four full-time staff from the School Food Services Section of the Kansas State Department of Education were involved to some degree with the Summer Food Service Program, two Clerical and two Administrative. Ione George, Administrative Specialist, was responsible for monitoring Program operations. A temporary full-time summer monitor was to be hired, but due to the lack of qualified applicants and fewer sponsors participating than had been anticipated, the position was never filled.

Staff from the LEA Finance Section and Program Analysis and Evaluation Section of the State Department of Education was available to assist with Program administration during different phases of the SFSP. The Department of Health, Food and Lodging; Housing and Urban Development; and Community Action Programs also provided assistance to the State Agency.

### H. *Sponsor/Vendor Performance*

Three sponsors contracted with vending companies. Only one sponsor, Turner House, was disallowed payment for meals served because of poor performance on the vendor's part. Off-flavored milk was delivered and when discovered, not served. The vendor tried to compensate for his mistake by delivering twice the amount of milk necessary the following day. Ione George, Specialist, spoke with both the vendor and sponsor, informing them that the meals served without a 1/2 pint of milk could not be claimed for reimbursement because they did not meet Program requirements. The State Auditors have been alerted to this fact. No meals were disallowed payment based on poor sponsor performance.

### I. *Program Expansion and Preplanning for Summer 1978*

Outreach efforts for Summer 1978 will be similar to those used this year: outreach letters sent to potential sponsors, articles in the School Food Service newsletter, and contacts with various agencies. Assistance from the Department of Housing and Urban Development, Migrant Councils, Extension Service, and day care centers that care for older children during the summer proved to be beneficial this year. Increased efforts to work with these agencies at an earlier date for recruiting sponsors for Summer 1978 will be incorporated into the State's plan of outreach.

## II. FINANCIAL MANAGEMENT

### A. *Funds*

The State Agency did not issue start up funds to any sponsor for Summer 1977. Advance funds were issued to 5 sponsors for June, 3 sponsors for July, and 3 sponsors for August. It was felt that an advance to one sponsor for August would not be fully recovered from the sponsor's August claim for reimbursement. This was the consequence of an unforeseen reduction of operating days from 20 to 10 during August due to management changes at the local level. The State Agency and the sponsor both realize that advance funds not substantiated by actual operational documentation must be refunded. The State does not anticipate any difficulty in recovering the unused advance funds. Advanced funds issued to other sponsors will be recovered from the appropriate claim for reimbursement or subsequent claims.

Funding estimates for sponsors were based on number of children, meal type, days of operation by month and total, and costs to be claimed. Rates of reimbursement were applied as needed to each sponsor's estimate of the above items and totaled to arrive at the State's monthly and summer total.

B. *Claims*

Claims received by the State Agency through the 10th of the month were processed and paid net of any disallowances and advances. The claims were checked for arithmetic accuracy, posted to proper accounts (food service, administrative, and cash for commodities), and a check was usually sent to the sponsor within three weeks of receipt of their claim. Records at the State Agency regarding this procedure were found to be excellent.

Sponsors had not submitted all claims for the Summer of 1977. One claim was outstanding for July. August claims were not due until September 10.

C. *Staffing*

To date, Kansas had received and spent $10,000 in State Summer Administrative Expense Funds. The Kansas State Agency did not increase staff size. The $10,000 covered part of the salary, per diem, and mileage of employees during the summer months. One of the employees worked full time on the Summer Program as a professional consultant during the period May 1 - August 31.

During the months of June and July 1977, Kansas had 15 operating sponsors and 75 sites. There was one additional sponsor with 3 sites in August. Following are figures representing one month's operations:

| FOOD SERVICE | | ADMINISTRATION | | CASH FOR COMMODITIES |
|---|---|---|---|---|
| Cost | Earned | Cost | Earned | |
| $61,896.34 | $56,683.22 | $7,062.83 | $4,421.38 | $940.11 |

| REIMBURSEMENT | | | |
|---|---|---|---|
| Food Service | Administrative | Cash For Commodities | Total |
| $54,903.76 | $4,003.41 | $940.11 | $58,885.15 |

The Summer Program in Kansas was small—ADA about 3,400. They did not have a Program at or above $50,000. The Summer of 1977 Program was well run financially by the Kansas State Agency.

D. *Reporting*

Their Management and Administrative Plan for the Summer of 1977 was submitted on February 9, 1977. We approved the Plan on February 15, 1977. The comparison of estimated funds needed to actual funds used for the Summer of 1976 is as follows:

| Summer 1976 | |
|---|---|
| Estimated Need | Actual Use |
| $288,061 | $79,843.98 |

Reports were submitted on a timely basis.

# APPENDIX C

**The following quotes are evaluations of the Summer Food Service Program presented by representative site directors.**

*Deer Creek — Barbara Stevens*

My thoughts about the summer meals program. I think the meals program is a wonderful thing. The children were getting the nutrition that they needed. Some children would eat the vegetables they would not eat at home. This is my second year with the meals program and I have enjoyed it. The hot meals went better than the sack lunches last year.

I have enjoyed it this year. You meet children of all ages and talk with them and try to get them to eat. I think they enjoyed the meals but towards the end of the program they became tired of hamburger every day or every other day. They enjoyed the chocolate milk. It was a change from their every-day-at-home white milk. They also enjoyed the snacks.

The only thing I would say on the bad points is eating hamburger everyday. They looked forward to the hot dogs and ham and cheese.

The children will miss the meals program. Some would come at 9:00 a.m. and ask is it time for lunch.

I would like to say that the cooks that prepared these meals did a wonderful job, and I hope that the program will continue next year.

*Eastlawn — Karen Meyer*

The food program this summer, 1977, was very, very successful. There was a complete understanding of the duties and responsibilities of the different personnel throughout the program, as seen through the site supervisor's position.

The menus, kitchen staff, and Board of Education coordinator, Mr. Feleay, were all just exceptional. The meals were always very well prepared and ample portions. The kitchen staff kept site supervisors well supplied and informed, and Mr. Feleay was a pleasure to work with.

From the aspects that I came in contact with, the program was indeed a success. All staff was thorough, forms were easy to complete, food was good, and most of all, the children were really supportive of the meals.

*Handicapped (Gage Park) — Georgia Stovall*

The hot lunch program at Handicapped Camp this summer was very nice. The food was always on time and warm. I think the children enjoyed them.

There are some things the handicapped can't eat, like things with seeds, or peeling. I think we could have done without the snack. I don't think there was enough time in between, and the cookies and applies were not eaten; just a drink would have been enough.

*Northland — Mary Helaire*

In regard to the summer lunch program, I'd like to present a few comments. I thought the program went very well. The tenants participation was really good and I feel the program benefitted a lot of people. The program went well this year and I hope it goes as well or better next year.

*Pine Ridge — Susan Hayden*

Basically, I felt that this year's program was much improved over last year. The food quality was excellent, and there was less waste than last year. There were a few complaints that many of the casseroles (spaghetti, lasagne, Johnny Marsetti) were very similar and perhaps could be varied somewhat.

Although the food was delivered at 9:00 (which was inconvenient, as we opened at 11:00), hot food stayed hot, and cold food stayed cold. There were a few days when milk was reported to be sour, but much of this was due to kids influencing each other.

Of course, setting up tables and chairs, cleaning up after lunch, and again after snack, and the volume of trash was a hassle. However, I felt that the benefits far outweighed the problems, and our drop-in attendance increased greatly due to the meals being served.

I appreciated having the USD 501 staff visit and instruct us on serving techniques. This made for a much smoother operation — we became quite good towards the end!

All in all, a good program — we became quite good towards the end!

*Rice — Janet Bailey*

Our children at Rice seemed to like the hot lunch program. However, it was felt too many vegetables were served, and there was a great deal of waste in this area. Even after the correct portions were given, we'd have left-over vegetables.

Kids loved the pudding and the one-time serving of apple cider. We'd like that more often.

The operation of the kitchen went smoothly as we used staff members to handle food and MYC workers to clean up and help with the children.

I felt the number of meals served to children was sometimes misleading. We wouldn't have much left over of main dish food, but on paper the "extras served as second" seemed high.

Juice proved the most popular item in the afternoon after playing in the afternoon heat. In the beginning, they had received fruit instead of juice.

All in all, an excellent program!

*Sports Camp (Lake Shawnee) — Juan Abbott*

The program (food service) was very good. The kids enjoyed the food and the service from 501 was excellent. Tacos and hamburgers were the favorites for the kids. This is a program that defintely should be continued.

This was the first time the hot meals program was used at the day camp and I was very pleased — totally pleased — with food service and cooperation.

It appears from the 1977 Summer Food Service Program was well received and implemented, and the staff of the Recreation Department thanks, and gratefully acknowledges the cooperation of, the Kansas State Department of Education School Food Service (Rita A. Hamman, director; Ione H. George, specialist) and USD #501 Food Services (Richard Feleay, director; Lilian Ash, Mr. Feleay's assistant; Ardenia Brown, manager of the summer program).

# APPENDIX D

## GOVERNOR'S COMMENTS

The following comments were received from the State Governor on the *State Plan for Summer Food Service Program.*

December 21, 1977

Dr. Merle R Bolton
Commissioner of Education
Kansas State Department of Education
120 East 10th Street
Topeka, Kansas 66612

Dear Dr. Bolton:

I have reviewed the state plan for the Summer Food Service Program for the Summer of 1978. I would like to express my appreciation for the effort you and your staff have expended in making these federally-required plans more meaningful and useful documents for state policy and management activities. I am particularly pleased to see that evaluation continues to be a major component of this plan and that the results of 1977 activities have been assessed and, where problems arose, have been incorporated into the objectives your Department has set for the Summer, 1978 program. This effort will, hopefully, result in improved programs and services provided in an efficient and effective manner.

I hope this experience in improving the quality of the food service plan is useful to the Board and Department in working on other plans for which you are responsible.

Very sincerely,

Robert F. Bennett
Governor of Kansas

RFB:mrg